



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
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AGI-O

15 October 2007

MEMORANDUM FOR RECORD

Subject: Safety Meeting for October, 2007

1. The Oregon Military Department Safety Committee met on 12 October, 2007, at the Military Department in Conference Room 202. The meeting was convened at 10:00 hours. The status of the Member attendance was as follows:

Timothy Gilbert	AGI	Chairman	Deployed
Darrell Neet	AGI	Acting Chairman	Present
Robin Sawvel	AGP	Safety Manager	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present
Paul Geck	AGI	Member	Present
Terry Larson	SMW	Member	Present
Dennis Farley	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Absent
Frank Wallace	SMW	Member	Present
Dennis Bjarnson	AGI	Recorder	Present

2. The first order of business was to review the Safety Meeting minutes for the September, 2007, meeting. The minutes were approved as recorded.

3. The second order of business was to review old items from the September meeting.

- Fire Drill at JFHQ. We will have a walk-thru with members of the Salem Fire Department on October 18<sup>th</sup>. At that time, Zone Coordinators will be assigned. The Zone Coordinators are responsible for ensuring that their assigned area has been vacated. The drill will take place within three weeks of the walk-thru.
- Accident Report Review. The Committee reviewed one report from September. The employee involved contacted their manager at the time of the accident and sought care appropriate for the injury. It was suggested as part of the report review that Safety Reminders could be sent to employees via postcard or as an attachment to time sheets. The Committee also reviewed accident statistics for the last 5 years.

	2007	2006	2005	2004	2003
Total Claims	21 YTD	36	38	33	36
Sprains/Strains	48%	47%	38%	45%	47%
Other	52%	53%	62%	55%	53%

The numbers of incidents are relatively consistent with Sprains and Strains

continuing to be the most prevalent injury category. The number of claims we have had have forced us outside the norm for our Industry Classification, with the result that we have increased focus by OSHA. Inspections are likely.

The numbers of claims illustrate the need to take advantage of the free OSHA Classes that are available as well as possible classes from SAIF.

- TOPOFF 4. The TOPOFF4 (Top Officials 4) exercise is being conducted in Oregon, Arizona, and Guam the week of October 15. This is a comprehensive counterterrorism exercise to help test response capabilities at all levels of Government while strengthening national preparedness and international coordination. There are 5 Key areas of focus:
  - **Prevention:** To test the handling and flow of operational and time-critical intelligence between agencies to prevent a terrorist attack.
  - **Intelligence/investigation:** To test the handling and flow of operational and time-critical intelligence between agencies prior to, and in response to, a linked terrorist incident.
  - **Incident management:** To test the full range of existing procedures for domestic incident management of a terrorist weapon of mass destruction event and to improve the top officials' capabilities to respond consistent with the National Response Plan and the National Incident Management System.
  - **Public Information:** To practice the strategic coordination of media relations and public information in the context of a terrorist weapon of mass destruction event or incident of national significance.
  - **Evaluation:** To identify lessons learned and promote best practices.

4. The next order of business was to discuss new business and updated information.

- OSHA 437-001-0765 – Rules for Workplace Safety Committees. The Safety Committee reviewed the purpose as outlined in the OSHA Regulation. “The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the employer and makes recommendations for change.

In light of the above, an email will soon be sent regarding the Safety Suggestion Box at JFHQ. The Suggestion Box is for everyone's use and can be used to report safety concerns as well as suggest improvements, etc.

The Committee also discussed goals and objectives. The Committee members would like to see more involvement from personnel in the field. We are looking for ways to encourage participation and nominate new individuals to the Committee. Robin will create a flyer, to accompany the employee's time sheet, encouraging participation on the Committee. Other thoughts included a “Safety Day Luncheon” and Health and Safety Fairs in locations around the state. One of the prime goals is to reduce accidents through awareness and training.

- Robin has prepared a policy statement that is currently in for review by General Rees. This will be issued in the near future.

- The term of service on the Safety Committee was also discussed. In light of this, the Safety Committee had elections. Dennis Farley has been elected the new Chairperson and Robin Sawvel has been elected Recorder, in addition to her responsibilities as Safety Manager.
- Other discussion included the suggestion to use the VTC more to encourage SMW participation and to change the meeting schedule to Monday afternoon.

There being no further business, the meeting was adjourned at 11:20.

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Darrell D. Neet  
Facilities Operations Manager  
Operations and Maintenance